Date Rec'd

Sac State Testing Center
Mail Zip: 6058 Lassen Hall, 2302 (916) 278-6296

Instructions for Testing with Accommodations

Submitted by instructor with the exam

This facility is available to faculty as one way to test students with accommodations. Students authorized extended time only, schedule appointments online at www.csus.edu/testing. Students requiring additional testing resources or SacCT, should contact the Testing Center at the beginning of the semester to schedule finals and at least one week in advance to schedule other tests. Students must be flexible about arranging time to use these facilities, especially if we need to hire a test assistant.

Instructor _____
PRINT NAME
Department _____

Mail Zip _____

Office Phone _____ Dept Phone _____

Student to complete before presenting to instructor

Student _____
PRINT NAME
Course _____

Date scheduled to take exam ____/_____/____

Time scheduled for exam ☐ 9 AM ☐ 1 PM
☐ Other, specify time _____

Instructor to Complete

Exam return instructions:
If no instructions, completed exams are mailed.

☐ Mail back exam ☐ Hold exam Last day exam may be taken_____/____/____

Completed exams held over three days are mailed.

The Testing Center provides all test accommodations as authorized by Services to Students with Disabilities.

Time allowed IN CLASS: ☐ 50 min. ☐ 75 min. ☐ Other, specify _____min.

Resource Material Allowed

☐ **NONE**

☐ Basic Calculator
☐ Graphing or Programmable Calculator
☐ Dictionary
☐ Books
☐ Notes_____
☐ Tables/ Charts
☐ Other (specify) _____

Answer Material Required

☐ Large Blue Book
☐ Small Blue Book
☐ Scantron 882-E
☐ NCS Answer Sheet - 4521
☐ Mini Essay Book 886-E
☐ NONE –Answer on the exam.
☐ Other (specify) _____

☐ Sac CT. Password _____ ☐ Internet research ALLOWED

Additional instructions_____

Instructor's Signature _____ Date_____

Exam Taken: Date___/____/____ Time _____ ☐ Group Room Cubicle _____
Proctor's Signature_____
Exam Returned: Date___/____/____ ☐ Mailed ☐ Instructor pick up ☐ Student ☐ Untaken_____

Student Allowed	☐ Time and 1/2	☐ Double time
50 minutes	75 min. or 1hr 15 min.	100 min or 1 hr. 40 min.
75 minutes	112 min. or 1 hr. 52 min.	150 min. or 2 hr. 30 min.

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